

Step by Step Instruction: How to Conduct Direct Verification

Professional Standards Learning Code 3110
Length: 1 hour



Revised March 2016

"How to Conduct Direct Verification" is intended for the School Food Authorities in the state of Arizona. All regulations are specific to operating the National School Lunch Program under the direction of the Arizona Department of Education.

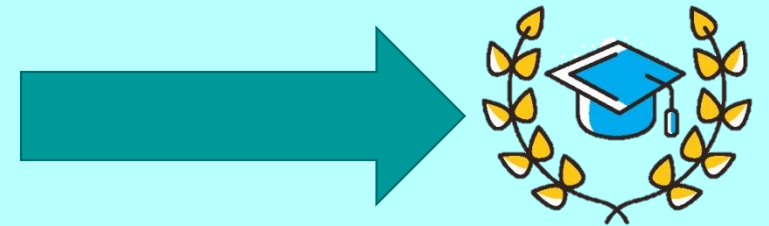
Objectives

This training will provide:

- An overview of Direct Verification;
- Guidance for How to Directly Verify Case Number Applications;
- Guidance for How to Directly Verify Income and Foster Applications;
- How to understand and interpret the results of each Direct Verification search.

Comprehension Check

- Throughout this guide there will be comprehension quiz questions to test your knowledge and help you apply what you're learning.
- Be sure to review these quiz questions and the answers, available within the guide.
- This icon will indicate a comprehension quiz question, and the background of the slides will be a light blue/green like you see on this slide.



The Step by Step Instruction will review:

Direct Verification Overview	Slides 5-12
Accessing the Direct Verification database	Slides 13-20
Directly Verifying SNAP and TANF Case Number Applications	Slides 21-28
Directly Verifying Income (Free and Reduced-Price) and Foster Applications	Slides 29-81
<i>Individual Student Lookup</i>	<i>Slides 30-61</i>
<i>Standard format</i>	<i>Slides 32-43</i>
<i>SAIS format</i>	<i>Slides 44-53</i>
<i>SSN format</i>	<i>Slides 54-61</i>
<i>File Upload (All methods)</i>	<i>Slides 62-81</i>

The following slides will only cover how-to instructions for Direct Verification.

Please refer back to the ADE Verification webpage for other resources related to the Verification Process.

Direct Verification Overview

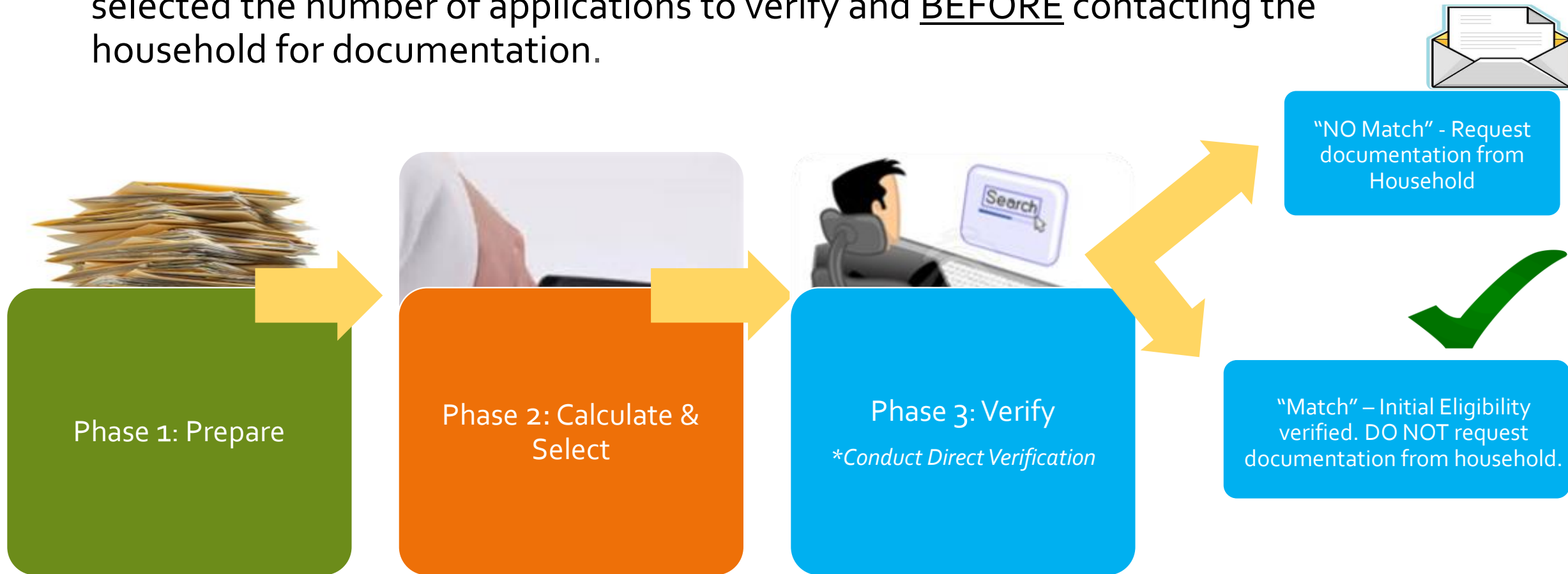
Direct Verification

Purpose

- Direct Verification is using records from public agencies to **verify** income and/or program participation with assistance programs **without needing to contact the household.**
- **If the database “matches” a child’s participation in one of the assistance programs, verification is complete.**

When is Direct Verification conducted?

- Direct Verification (DV) is done during **Phase 3 of Verification**. DV **must** be conducted AFTER the Local Educational Agency (LEA) has calculated and selected the number of applications to verify and BEFORE contacting the household for documentation.



Direct Verification

Do I conduct Direct Verification on all eligible applications for Verification or only the applications selected for Verification?

- Direct Verification is ONLY used for the applications SELECTED for Verification.

Example: Pine Grove District determined they have 2,188 total approved income applications, case number applications and foster applications. Using the Standard Sampling Method, Pine Grove calculated 66 applications will be selected for Verification. The information for students on those 66 applications MUST be entered through the Direct Verification system.

Pine Grove SHOULD NOT run 2,188 applications through the system.

Comprehension Check

True or False: Direct Verification is conducted on ALL approved applications the district has on file.

- A. True. It's a requirement to make sure all information on applications is verified.
- B. True. Direct Verification is part of the process to approve applications at the beginning of the school year.
- C. False. Direct Verification is only conducted on the applications that have been selected for verification.
- D. False. Direct Verification is only conducted on the applications that appear to have inaccurate information on them.



Comprehension Check

True or False: Direct Verification is conducted on ALL approved applications the district has on file.

- A. True. It's a requirement to make sure all information on applications is verified.
- B. True. Direct Verification is part of the process to approve applications at the beginning of the school year.
- C. **False. Direct Verification is only conducted on the applications that have been selected for verification.**
- D. False. Direct Verification is only conducted on the applications that appear to have inaccurate information on them.

Districts should only search the Direct Verification database for student information listed on the applications selected for verification. See slide 8 for guidance on this topic.



Direct Verification

What kind of information do I use to search the student in Direct Verification?

- If there is a case number on the application, you are able to search by entering in their case number.
- If there is not a case number listed you will search by student information such as birthdate, social security number or SAIS ID.

Direct Verification

What is the difference between Direct Verification and Direct Certification?

Direct Certification	Direct Verification
Available all school year.	Available only during Verification (starting Oct. 1).
Required to conduct at least three times during the school year.	Required to conduct once during Verification.
All enrollment must be run through the system.	ONLY students on the applications selected for Verification may be run in the system.
Runs student data through the Department of Economic Security (DES).	Runs student data through the Department of Economic Security (DES) and Medical Assistance Database.
Cannot search case numbers provided on applications	Can search case numbers provided on applications

Accessing the Direct Verification Database

Accessing Direct Verification

1. Go to the ADE Health and Nutrition Webpage:
<http://www.azed.gov/health-nutrition/>



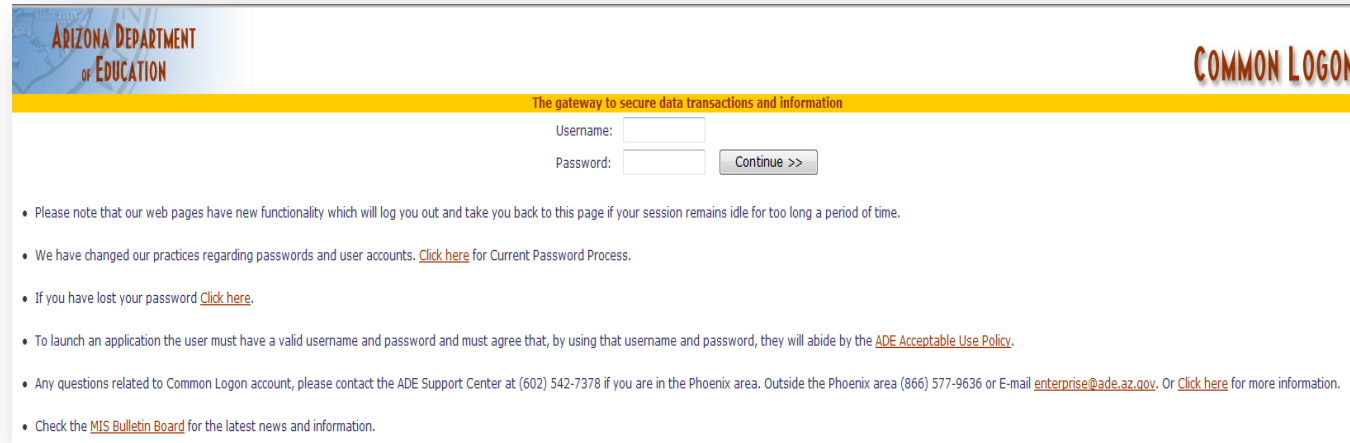
Accessing Direct Verification

2. Locate “Common Logon” on the upper right of the webpage. Click on the Common Logon link.



Accessing Direct Verification

A new webpage will load. It should look like this screen.



ARIZONA DEPARTMENT
OF EDUCATION

COMMON LOGON

The gateway to secure data transactions and information

Username:

Password:

- Please note that our web pages have new functionality which will log you out and take you back to this page if your session remains idle for too long a period of time.
- We have changed our practices regarding passwords and user accounts. [Click here](#) for Current Password Process.
- If you have lost your password [Click here](#).
- To launch an application the user must have a valid username and password and must agree that, by using that username and password, they will abide by the [ADE Acceptable Use Policy](#).
- Any questions related to Common Logon account, please contact the ADE Support Center at (602) 542-7378 if you are in the Phoenix area. Outside the Phoenix area (866) 577-9636 or E-mail enterprise@ade.az.gov. Or [Click here](#) for more information.
- Check the [MIS Bulletin Board](#) for the latest news and information.



You must have a user name and password in order to access Common Logon.

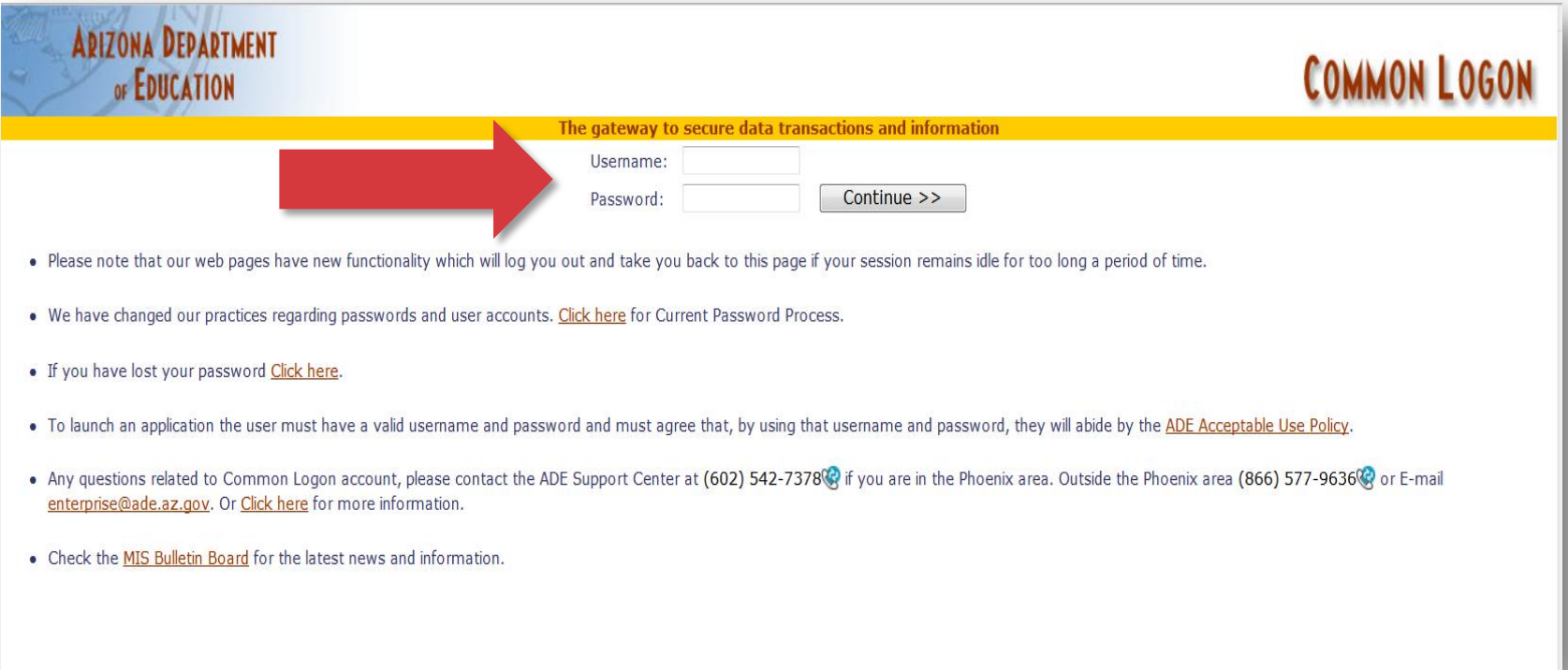
****If you do not have a user name and password:***

Go to: <http://www.azed.gov/health-nutrition/nslp/program-forms/>

1. Read the Online Training Manual.
2. Complete the Requesting Common Logon Permissions for NSLP/Direct Certification, requesting Direct Certification permissions, and send to ADE.
3. Receive Common logon username and password in 7-10 days with access to CNP Direct Certification/ Direct Verification access in 7-10 days.

Accessing Direct Verification

3. Enter your Username and Password.



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COMMON LOGON

The gateway to secure data transactions and information

Username:

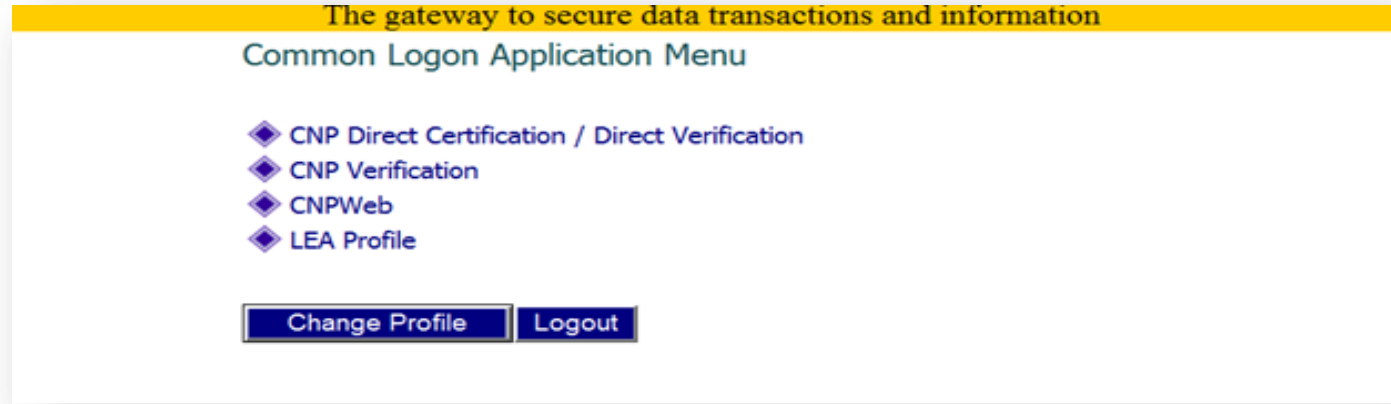
Password:

Continue >>

- Please note that our web pages have new functionality which will log you out and take you back to this page if your session remains idle for too long a period of time.
- We have changed our practices regarding passwords and user accounts. [Click here](#) for Current Password Process.
- If you have lost your password [Click here](#).
- To launch an application the user must have a valid username and password and must agree that, by using that username and password, they will abide by the [ADE Acceptable Use Policy](#).
- Any questions related to Common Logon account, please contact the ADE Support Center at (602) 542-7378 or if you are in the Phoenix area (866) 577-9636 or E-mail enterprise@ade.az.gov. Or [Click here](#) for more information.
- Check the [MIS Bulletin Board](#) for the latest news and information.

Accessing Direct Verification

Once logged in, your webpage will show all Common Logon Applications you have access to.



You must have access CNP Direct Certification/Direct Verification.
This is an additional option on the Common Logon Permissions form.

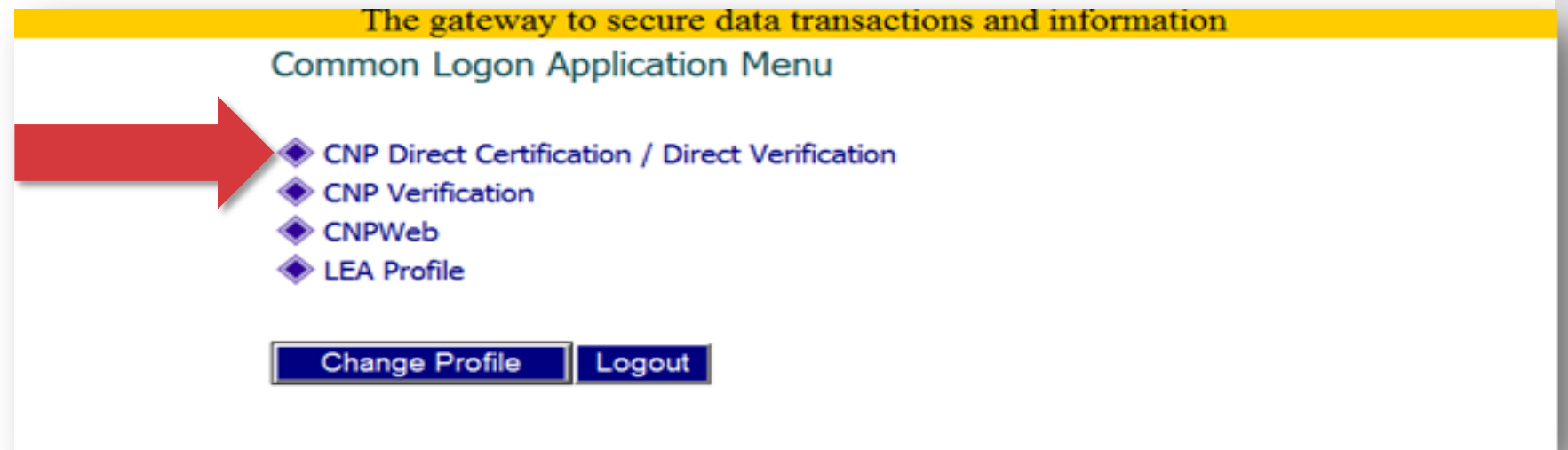
****If you already have a user name and password, but do not see the CNP Direct Certification/ Direct Verification option:***

Go to: <http://www.azed.gov/health-nutrition/nslp/program-forms/>

1. Complete the Requesting Common Logon Permissions for NSLP/Direct Certification to ADD the Direct Certification permission. Send to ADE.
2. Receive CNP Direct Certification/ Direct Verification access in 7-10 days.

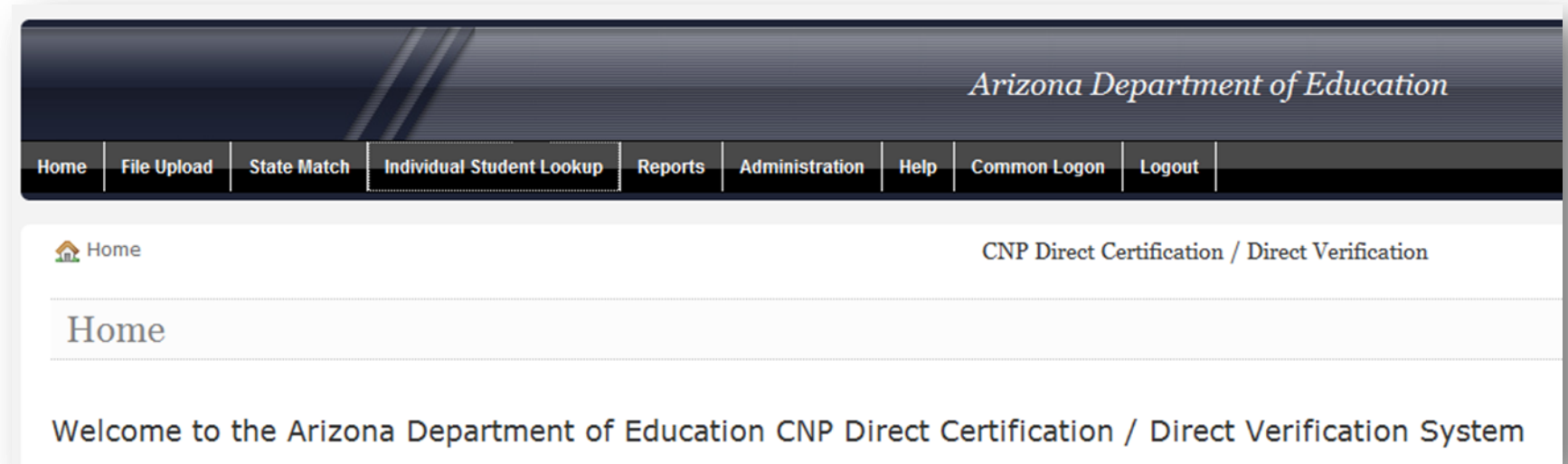
Accessing Direct Verification

4. Click on CNP Direct Certification/Direct Verification



Accessing Direct Verification

A new screen will load. You are in the Direct Verification Database. It should look like this:

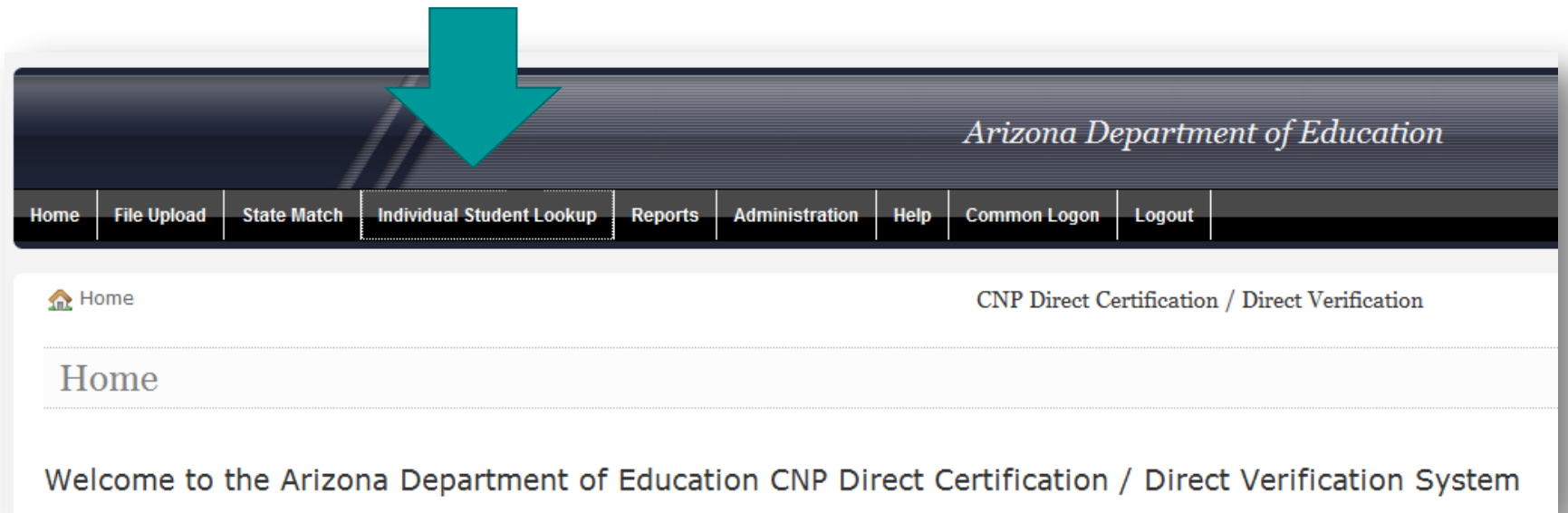


Now you must choose which method you want to use to search the database to conduct Direct Verification.

Directly Verifying SNAP and TANF Case Number Applications

Case Number Search

To directly verify SNAP and TANF case number applications, click on the Individual Student Look Up tab.



Case Number Search

1. Choose to search using the format: **Case Number Format (DES Case Number)**
2. Choose to display students: "Students that match DES", "Students that don't match DES"* and "Check to do a Direct Verification search". (*User must print report results showing a "match" or "no match".)
3. Enter the SNAP or TANF Case numbers into the field. (You may enter up to 10 case numbers at a time)
4. Click Submit

[Home](#) | [File Upload](#) | [State Match](#) | [Individual Student Lookup](#) | [Help](#) | [Common Logon](#) | [Logout](#)

Home > Individual Student Lookup

CNP Direct Certification / Direct Verification

Welcome 4235

Individual Student Lookup

[Print this page](#)

- Use this method to check the eligibility of up to 10 students at a time.
- Starting with the first row, enter each student's DES Case Number.
- When you are finished entering the data, click the "Submit" button. The list of students and their eligibility will be displayed.
- Direct Verification functionality IS currently available (it is available from 6/15/2013 through 7/15/2014).
- The "Case Number Format" search option is only available when Direct Verification is available.
- You may download the results as a ".csv" file (compatible with Microsoft Excel) by clicking on the "Download" button.

Search Input

Record Number	Case Number
1	<input type="text"/>
2	<input type="text"/>
3	<input type="text"/>
4	<input type="text"/>
5	<input type="text"/>
6	<input type="text"/>
7	<input type="text"/>
8	<input type="text"/>
9	<input type="text"/>
10	<input type="text"/>

Click here to submit your search:

Options

?

Search using this format:

☐ Standard Format (First and Last Name, Birthdate)

☐ SAIS ID Format

☐ SSN Format

☒ Case Number Format (DES Case Number)

?

Show these students in the display:

Check all that apply:

☒ Students that match DES

☒ Students that don't match DES

☒ File upload messages

?

☒ Check here to do a Direct Verification search (which includes Medical Assistance data)

If you do not check off this box, you are not conducting Direct Verification.

Comprehension Check

What box should be checked to ensure you are doing a Direct Verification search instead of a Direct Certification search?

- A. Students that Match DES
- B. Students that Do Not Match DES
- C. Check Here to do a Direct Verification Search



Comprehension Check

What box should be checked to ensure you are doing a Direct Verification search instead of a Direct Certification search?

- A. Students that Match DES
- B. Students that Do Not Match DES
- C. **Check Here to do a Direct Verification Search**

All three boxes are important, however, if you do not check the box that says “Check here to do a Direct Verification Search” you will simply be running another Direct Certification search and will not meet the requirements for conducting Direct Verification. Refer to step 2 and the red text on slide 23 for a reminder about this.



Case Number Search - Results

Print Results Page.

- Be sure to set your printer option to “landscape orientation” so that all of the columns are visible when printed.

Results

Processed as:	Case Number	
Prepared by:	IntQA1_1 User1	Date Prepared: 10 /22/2014 2:16 PM
Direct Verification:	Yes	Displaying: Matches , Non-Matches
Records Processed:	1	Validation Errors Found: 0
Matches Found:	1	Non-Matches Found: 0
SNAP Matches:	1	MA Matches: 1
TANF Matches:	0	Foster Matches: 0

Click here to download your results: 

Record Number ^	Case Number	DES Results	DES Decision Date	SNAP	TANF	MA	FOSTER	Upload Message
1	12345678	Match	03/01/2011	Y		Y		



Do your results show that you ran Direct Verification?

Results

Processed as:	Standard	Date Prepared:	9/22/2014 2:16 PM
Prepared by:	IntQA1_1 User1	Displaying:	Matches , Non-Matches
Direct Verification:	Yes	Validation Errors Found:	0
Records Processed:	1	Non-Matches Found:	0
Matches Found:	1	MA Matches:	1
SNAP Matches:	1	Foster Matches:	0
TANF Matches:	0		

Click here to download your results:



Record Number ^	First Name	Last Name	Birthdate	DES Results	DES Decision Date	SNAP	TANF	MA	FOSTER	Upload Message
1	Bethany	Burchfield	02/22/2008	Match	03/01/2011	Y		Y		

If your results say "No" instead of "Yes" by the field Direct Verification, then you will need to repeat steps 1-4 on slide 23.

Understanding the Results.

Look only at the column **DES Results** to determine if it's a **Match** or **No Match**.

Match: If any case number resulted in a "Match", Verification is completed.

Reminder: If one child results in a "Match", all children in that household are considered verified.

No Match: If any case number resulted in a "No Match", Verification is NOT completed,
household must be contacted.

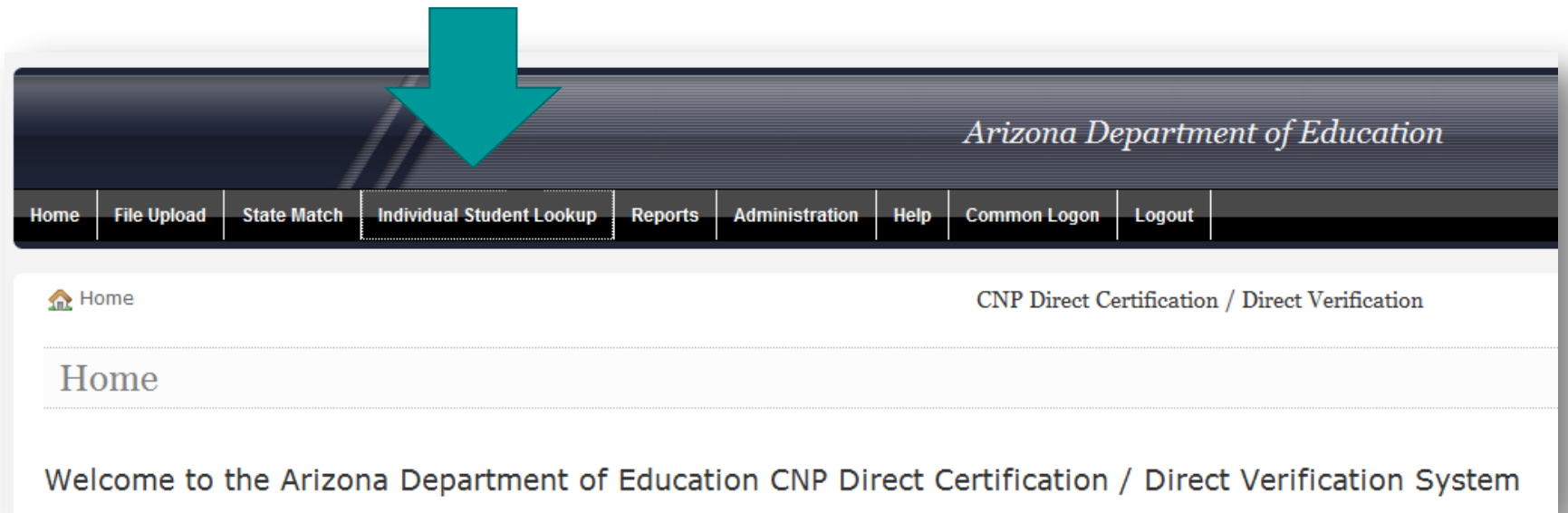
Best Practice: Continue to search by using either the Standard, SAIS ID, or SSN format in the individual student lookup before requesting documentation from household.

Directly Verifying Income (Free and Reduced-Price) and Foster Applications

**May also be used for SNAP or TANF case number applications that were not matched through the Case Number Search method.*

Income (Free and Reduced) and Foster Applications *Individual Lookup*

To directly verify Income (free and reduced), Foster applications and any “No Match” SNAP and TANF case number applications, **click on the Individual Student Lookup tab.**

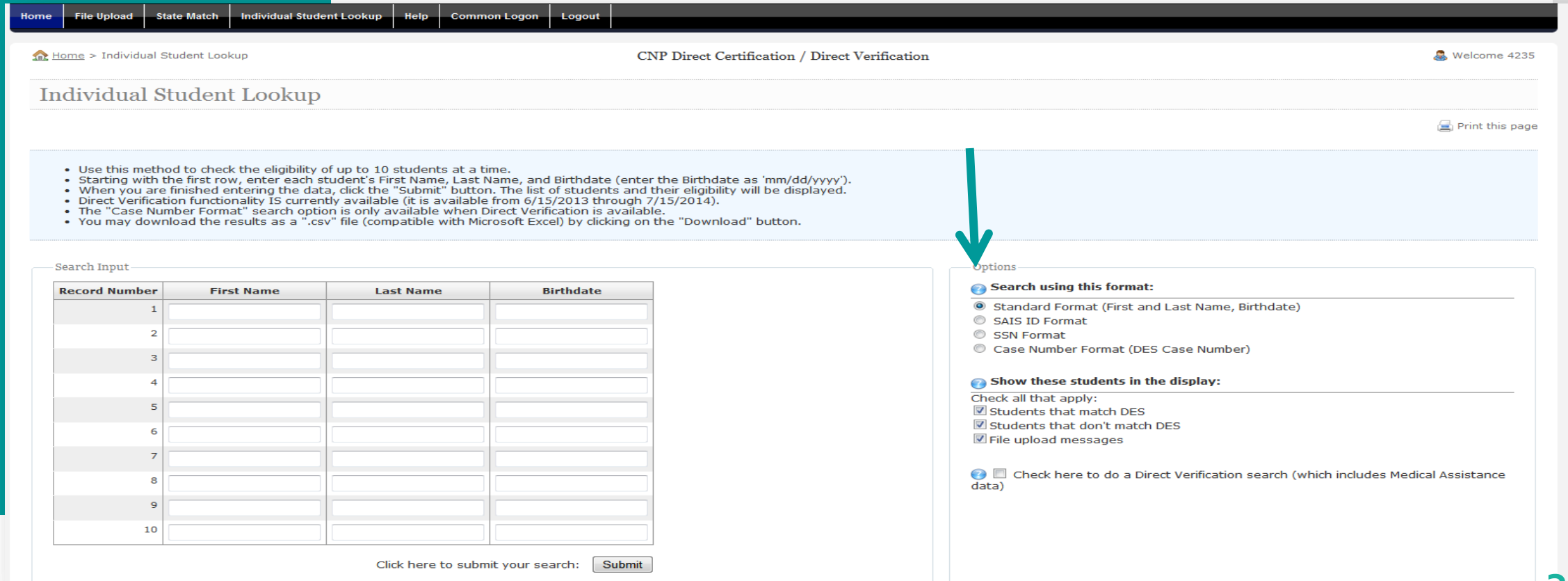


Income (Free and Reduced) and Foster Applications *Individual Lookup*

A new screen will load.

Individual Student Lookup should look like this.

- You are able to choose how you search the student in the Direct Verification database. Choosing different formats will require different types of student information. The following slides will guide you through each format.



Home > Individual Student Lookup

CNP Direct Certification / Direct Verification

Welcome 4235

Individual Student Lookup

Print this page

- Use this method to check the eligibility of up to 10 students at a time.
- Starting with the first row, enter each student's First Name, Last Name, and Birthdate (enter the Birthdate as 'mm/dd/yyyy').
- When you are finished entering the data, click the "Submit" button. The list of students and their eligibility will be displayed.
- Direct Verification functionality IS currently available (it is available from 6/15/2013 through 7/15/2014).
- The "Case Number Format" search option is only available when Direct Verification is available.
- You may download the results as a ".csv" file (compatible with Microsoft Excel) by clicking on the "Download" button.

Search Input

Record Number	First Name	Last Name	Birthdate
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Click here to submit your search:

Options

Search using this format:

- ☒ Standard Format (First and Last Name, Birthdate)
- ☐ SAIS ID Format
- ☐ SSN Format
- ☐ Case Number Format (DES Case Number)

Show these students in the display:

Check all that apply:

- ☒ Students that match DES
- ☒ Students that don't match DES
- ☒ File upload messages

☐ Check here to do a Direct Verification search (which includes Medical Assistance data)

1. Choose to search using the format: **Standard Format (First and Last Name, Birthdate)**
2. Choose to display students: "Students that match DES", "Students that don't match DES"* and "Check to do a Direct Verification search". (*User must print report results showing a "match" or "no match".)
3. Enter the student's first name, last name and birthdate. (You may enter up to 10 students at a time)
4. Click Submit

Home

File Upload

State Match

Individual Student Lookup

Reports

Administration

Help

Common Logon

Logout

Home > Individual Student Lookup

CNP Direct Certification / Direct Verification

Welcome Emily Molchan

Individual Student Lookup

Print this page

• Use this method to check the eligibility of up to 10 students at a time.

• Starting with the first row, enter each student's First Name, Last Name, and Birthdate (enter the Birthdate as 'mm/dd/yyyy').

• When you are finished entering the data, click the "Submit" button. The list of students and their eligibility will be displayed.

• Direct Verification functionality IS currently available (it is available from 10/1/2013 through 4/1/2014).

• The "Case Number Format" search option is only available when Direct Verification is available.

• You may download the results as a ".csv" file (compatible with Microsoft Excel) by clicking on the "Download" button.

3.

Search List

Number	First Name	Last Name	Birthdate
1	Peter	Goldstich	2/15/2001
2	Lizzie	Smith	12/1/2002
3			
4			
5			
6			
7			
8			
9			
10			

Click here to submit your search:

Submit

1.

Options

Search using this format:

☒ Standard Format (First and Last Name, Birthdate)

☐ SAIS ID Format

☐ SSN Format

☐ Case Number Format (DES Case Number)

Show these students in the display:

Check all that apply:

☒ Students that match DES

☒ Students that don't match DES

☒ File upload messages

☒ Check here to do a Direct Verification search (which includes Medical Assistance data)

2.

4.

You must check off this box to conduct Direct Verification.


32

Print Results Page.

- Be sure to set your printer option to “landscape orientation” so that all of the columns are visible when printed.

Results

Processed as:	Standard		
Prepared by:	IntQA1_1 User1	Date Prepared:	10 / 22 / 2014 2:16 PM
Direct Verification:	Yes	Displaying:	Matches , Non-Matches
Records Processed:	1	Validation Errors Found:	0
Matches Found:	1	Non-Matches Found:	0
SNAP Matches:	1	MA Matches:	1
TANF Matches:	0	Foster Matches:	0

[Click here to download your results:](#) 


Record Number ^	First Name	Last Name	Birthdate	DES Results	DES Decision Date	SNAP	TANF	MA	FOSTER	Upload Message
1	Taylor	Swift	02/22/2008	Match	03/01/2011	Y		Y		



Do your results show that you ran Direct Verification?

Results

Processed as:	Standard	Date Prepared:	9/22/2014 2:16 PM
Prepared by:	IntQA1_1 User1	Displaying:	Matches , Non-Matches
Direct Verification:	Yes	Validation Errors Found:	0
Records Processed:	1	Non-Matches Found:	0
Matches Found:	1	MA Matches:	1
SNAP Matches:	1	Foster Matches:	0
TANF Matches:	0		

Click here to download your results: 

Record Number ^	First Name	Last Name	Birthdate	DES Results	DES Decision Date	SNAP	TANF	MA	FOSTER	Upload Message
1	Bethany	Burchfield	02/22/2008	Match	03/01/2011	Y		Y		

If your results say “No” instead of “Yes” by the field Direct Verification, then you will need to repeat steps 1-4 on slide 32.

Comprehension Check

How can you tell from your results that you conducted Direct Verification?

- A. You will have at least 1 match.
- B. It will say Yes next to Direct Verification in the summary at the top of the report.
- C. Student names will appear in the results section.
- D. There is no way to tell if you've done a Direct Verification search.



Comprehension Check

How can you tell from your results that you conducted Direct Verification?

- A. You will have at least 1 match.
- B. It will say Yes next to Direct Verification in the summary at the top of the report.**
- C. Student names will appear in the results section.
- D. There is no way to tell if you've done a Direct Verification search.

Matches are not guaranteed in Direct Verification, and student names will appear in both Direct Certification and Direct Verification. The only way to tell if you've correctly done Direct Verification is to look for Yes next to Direct Verification at the top of the results. Refer to the picture on slide 34 if you have further questions.





If you have a match, what column has the Y?

Processed as:	Standard		
Prepared by:	IntQA1_1 User1	Date Prepared:	10 /22/2014 2:16 PM
Direct Verification:	Yes	Displaying:	Matches , Non-Matches
Records Processed:	1	Validation Errors Found:	0
Matches Found:	1	Non-Matches Found:	0
SNAP Matches:	1	MA Matches:	1
TANF Matches:	0	Foster Matches:	0

Click here to download your results: 

Record Number ^	First Name	Last Name	Birthdate	DES Results	DES Decision Date	SNAP	TANF	MA	FOSTER	Upload Message
1	Taylor	Swift	02/22/2008	Match	03/01/2011	Y		Y		

If the child has a match in the column DES Result, identify the category where the child matched.

Understanding the Results.

Match:

SNAP/TANF/FDPIR/MA: If any child resulted in a “Match” in the SNAP, TANF, FDPIR or MA column– Verification is considered complete and you do not contact the household. SFAs will report this application and all the students listed as Directly Verified.

FOSTER/MIG: If any child resulted in a “Match” in either the Foster or Migrant column– Verification is considered complete for only the child who matched. If there are other children on the application, and the children did not match through Direct Verification, the SFA must then contact the household to verify those children.

No Match:

If none of the enrolled children in the household match, Verification is NOT complete and the SFA must continue to verify the application. A “No Match” means the child in the household is not recognized by the Direct Verification system. At this time do not change benefits.

Best Practice: Continue to search by SAIS ID or by Social Security Number by using the same steps and choosing “SAIS ID Format” or SSN Format”.

Comprehension Check

Is Direct Verification complete when you see 'Match' or 'No Match.'

- A. Yes. You simply need to run a search and look for matches.
- B. No. You still need to look at the column where the student matched to see if further steps are needed. You should also try other search methods if you get a 'no match'.



Comprehension Check

Is Direct Verification complete when you see 'Match' or 'No Match.'

- A. Yes. You simply need to run a search and look for matches.
- B. No. You still need to look at the column where the student matched to see if further steps are needed. You should also try other search methods if you get a 'no match'.**

Running a search is the first step in Direct Verification, but you need to review, understand, and apply the results. Review slide 38 for detailed information about how to understand the results of Direct Verification.





NEW for SY 15- 16

What does it mean if a student on a reduced-price application results in a "Match" for SNAP, or TANF?

When this happens, Verification results in higher benefits, *and* the household is considered verified.

The change in benefits is effective immediately and must be implemented no later than three operating days from the date Verification was completed. Parents should be promptly notified through whatever channels the LEA uses to notify the household of approval for benefits.

DES Results	DES Decision Date	SNAP	TANF	MA	FOSTER
Match	03/01/2011	Y	Y		



NEW for SY 15- 16

What does it mean if a student on a reduced-price application results in a "Match" for Foster?

When this happens, Verification results in higher benefits for ONLY the student that is a match. The application is not considered verified, and you must contact the household to complete verification for the other students in the household.

The change in benefits is effective immediately for the foster student only and must be implemented no later than three operating days from the date Verification was completed.

DES Results	DES Decision Date	SNAP	TANF	MA	FOSTER
Match	03/01/2011				Y



NEW for SY 15- 16

What does it mean if a student on a reduced-price application results in a "Match" for MA?

When this happens, the application is verified and eligibility does not change.

	DES Results	DES Decision Date	SNAP	TANF	MA	FOSTER
	Match	03/01/2011			Y	

1. Choose to search using the format: **SAIS ID Format**
2. Choose to display students: "Students that match DES", "Students that don't match DES"* and "Check to do a Direct Verification search". (*User must print report results showing a "match" or "no match".)
3. Enter the SAIS ID into the field. (You may enter up to 10 SAIS IDs at a time)
4. Click Submit

[Home](#) | [File Upload](#) | [State Match](#) | [Individual Student Lookup](#) | [Help](#) | [Common Logon](#) | [Logout](#)

[Home](#) > Individual Student Lookup CNP Direct Certification / Direct Verification Welcome 4235

Individual Student Lookup Print this page

- Use this method to check the eligibility of up to 10 students at a time.
- Starting with the first row, enter each student's DES Case Number.
- When you are finished entering the data, click the "Submit" button. The list of students and their eligibility will be displayed.
- Direct Verification functionality IS currently available (it is available from 6/15/2013 through 7/15/2014).
- The "Case Number Format" search option is only available when Direct Verification is available.
- You may download the results as a ".csv" file (compatible with Microsoft Excel) by clicking on the "Download" button.

Search Input

Record Number	SAIS ID
1	<input type="text" value="1231231"/>
2	<input type="text" value="9878944"/>
3	<input type="text" value="5254782"/>
4	<input type="text" value="2365984"/>
5	<input type="text"/>
6	<input type="text"/>
7	<input type="text"/>
8	<input type="text"/>
9	<input type="text"/>
10	<input type="text"/>

Click here to submit your search:

Options

Search using this format:

☐ Standard Format (First and Last Name, Birthdate)
☒ SAIS ID Format
☐ SSN Format
☐ Case Number Format (DES SNAP/TANF Case Number)

Show these students in the display:

Check all that apply:
☒ Students that match DES
☒ Students that don't match DES
☒ File upload messages

☒ Check here to do a Direct Verification search

3.

1.

2.

4.


You must check off this box to conduct Direct Verification.

Print Results Page.

- Be sure to set your printer option to “landscape orientation” so that all of the columns are visible when printed. 10

Results

Processed as:	SAIS ID		
Prepared by:	IntQA1_1 User1	Date Prepared:	10 /22/2014 2:16 PM
Direct Verification:	Yes	Displaying:	Matches , Non-Matches
Records Processed:	1	Validation Errors Found:	0
Matches Found:	1	Non-Matches Found:	0
SNAP Matches:	1	MA Matches:	1
TANF Matches:	0	Foster Matches:	0

Click here to download your results: 

Record Number ^	SAIS ID	School Student ID	First Name	Last Name	Birthdate	DES Results	DES Decision Date	SNAP	TANF	MA	FOSTER	Upload Message
1	1231231					Match	03/01/2011	Y		Y		



Do your results show that you ran Direct Verification?

Results

Processed as:	SAIS ID	Date Prepared:	9/22/2014 2:16 PM
Prepared by:	IntQA1_1 User1	Displaying:	Matches , Non-Matches
Direct Verification:	Yes	Validation Errors Found:	0
Records Processed:	1	Non-Matches Found:	0
Matches Found:	1	MA Matches:	1
SNAP Matches:	1	Foster Matches:	0
TANF Matches:	0		

Click here to download your results: 

Record Number ^	SAIS ID	School Student ID	First Name	Last Name	Birthdate	DES Results	DES Decision Date	SNAP	TANF	MA	FOSTER	Upload Message
1	1231231					Match	03/01/2011	Y		Y		

If your results say “No” instead of “Yes” by the field Direct Verification, then you will need to repeat steps 1-4 on page 44.



If you have a match, what column has the Y?

Processed as:	Standard		
Prepared by:	IntQA1_1 User1	Date Prepared:	10 /22/2014 2:16 PM
Direct Verification:	Yes	Displaying:	Matches , Non-Matches
Records Processed:	1	Validation Errors Found:	0
Matches Found:	1	Non-Matches Found:	0
SNAP Matches:	1	MA Matches:	1
TANF Matches:	0	Foster Matches:	0

Click here to download your results: 

Record Number ^	First Name	Last Name	Birthdate	DES Results	DES Decision Date	SNAP	TANF	MA	FOSTER	Upload Message
1	Taylor	Swift	02/22/2008	Match	03/01/2011	Y		Y		

If the child has a match in the column DES Results, identify the category where the child matched.

Understanding the Results.

Match:

SNAP/TANF/FDPIR/MA: If any child resulted in a “Match” in the SNAP, TANF, FDPIR or MA column– Verification is considered complete and you do not contact the household. SFAs will report this application and all the students listed as Directly Verified.

FOSTER/MIG: If any child resulted in a “Match” in either the Foster or Migrant column– Verification is considered complete for only the child who matched. If there are other children on the application, and the children did not match through Direct Verification, the SFA must then contact the household to verify those children.

No Match:

If none of the enrolled children in the household match, Verification is NOT complete and the SFA must continue to verify the application. A “No Match” means the child in the household is not recognized by the Direct Verification system. At this time do not change benefits.

Best Practice: Continue to search by SAIS ID or by Social Security Number by using the same steps and choosing “SAIS ID Format” or SSN Format”.



NEW for SY 15- 16

What does it mean if a student on a reduced-price application results in a "Match" for SNAP, or TANF?

When this happens, Verification results in higher benefits, *and* the household is considered verified.

The change in benefits is effective immediately and must be implemented no later than three operating days from the date Verification was completed. Parents should be promptly notified through whatever channels the LEA uses to notify the household of approval for benefits.

DES Results	DES Decision Date	SNAP	TANF	MA	FOSTER
Match	03/01/2011	Y	Y		

Comprehension Check

What does it mean and what should you do if a student who is approved for **reduced-price meals** comes up as a match in SNAP, or TANF in Direct Verification?

- A. The Direct Certification system isn't working because it missed a student as a match. You should contact ADE to let them know the Direct Certification system is broken.
- B. The family lied on their application and should lose all benefits. Change the student to paid.
- C. The family may have had a change in circumstances. The student (and all other students in the household) is now eligible for higher benefits, and they should be implemented immediately.
- D. The application is verified and you don't have to do anything further.



Comprehension Check

What does it mean and what should you do if a student who is approved for **reduced-price meals** comes up as a match in SNAP, or TANF in Direct Verification?

- A. The Direct Certification system isn't working because it missed a student as a match. You should contact ADE to let them know the Direct Certification system is broken.
- B. The family lied on their application and should lose all benefits. Change the student to paid.
- C. **The family may have had a change in circumstances. The student (and all other students in the household) is now eligible for higher benefits, and they should be implemented immediately.**
- D. The application is verified and you don't have to do anything further.

Be sure to notify the family when this occurs, and refer to slide 49 for guidance about this situation.





NEW for SY 15- 16

What does it mean if a student on a reduced-price application results in a "Match" for Foster?

When this happens, Verification results in higher benefits for ONLY the student that is a match. The application is not considered verified, and you must contact the household to complete verification for the other students in the household.

The change in benefits is effective immediately for the foster student only and must be implemented no later than three operating days from the date Verification was completed.

DES Results	DES Decision Date	SNAP	TANF	MA	FOSTER
Match	03/01/2011				Y



NEW for SY 15- 16

What does it mean if a student on a reduced-price application results in a "Match" for MA?

When this happens, the application is verified and eligibility does not change.

DES Results	DES Decision Date	SNAP	TANF	MA	FOSTER
Match	03/01/2011			Y	

1. Choose to search using the format: **SSN Format**
2. Choose to display students: "Students that match DES", "Students that don't match DES"* and "Check to do a Direct Verification search". (*User must print report results showing a "match" or "no match".)
3. Enter the SSN into the field. (You may enter up to 10 SSNs at a time)
4. Click Submit

Home

File Upload

State Match

Individual Student Lookup

Reports

Administration

Help

Common Logon

Logout

Home > Individual Student Lookup

CNP Direct Certification / Direct Verification

Welcome Emily Molchan

Individual Student Lookup

Print this page

- Use this method to check the eligibility of up to 10 students at a time.
- Starting with the first row, enter each student's Social Security Number.
- When you are finished entering the data, click the "Submit" button. The list of students and their eligibility will be displayed.
- Direct Verification functionality IS currently available (it is available from 10/1/2013 through 4/1/2014).
- The "Case Number Format" search option is only available when Direct Verification is available.
- You may download the results as a ".csv" file (compatible with Microsoft Excel) by clicking on the "Download" button.

Search Input

Record Number	SSN
1	111221111
2	444556666
3	777559969
4	
5	
6	
7	
8	
9	
10	

Click here to submit your search:

Options

Search using this format:

☐ Standard Format (First and Last Name, Birthdate)

☐ SAIS ID Format

☒ SSN Format

☐ Case Number Format (DES Case Number)

Show these students in the display:

Check all that apply:

☒ Students that match DES

☒ Students that don't match DES

☒ File upload messages

☒ Check here to do a Direct Verification search (which includes Medical Assistance data)

You must check off this box to conduct Direct Verification.

54

Print Results Page.

- Be sure to set your printer option to “landscape orientation” so that all of the columns are visible when printed.

Results

Processed as:	SSN		
Prepared by:	IntQA1_1 User1	Date Prepared:	10 /22/2014 2:16 PM
Direct Verification:	Yes	Displaying:	Matches , Non-Matches
Records Processed:	1	Validation Errors Found:	0
Matches Found:	1	Non-Matches Found:	0
SNAP Matches:	1	MA Matches:	1
TANF Matches:	0	Foster Matches:	0

Click here to download your results: 

Record Number ^	SSN	First Name	Last Name	Birthdate	DES Results	DES Decision Date	SNAP	TANF	MA	FOSTER	Upload Message
1	111221111				Match	03/01/2011	Y		Y		



Do your results show that you ran Direct Verification?

Results

Processed as:	SSN	Date Prepared:	9/22/2014 2:16 PM
Prepared by:	IntQA1_1 User1	Displaying:	Matches , Non-Matches
Direct Verification:	Yes	Validation Errors Found:	0
Records Processed:	1	Non-Matches Found:	0
Matches Found:	1	MA Matches:	1
SNAP Matches:	1	Foster Matches:	0
TANF Matches:	0		

Click here to download your results: 

Record Number ^	SSN	First Name	Last Name	Birthdate	DES Results	DES Decision Date	SNAP	TANF	MA	FOSTER	Upload Message
1	1112211111				Match	03/01/2011	Y		Y		

If your results say "No" instead of "Yes" by the field Direct Verification, then you will need to repeat steps 1-4 on slide 54.



If you have a match, what column has the Y?

Results

Processed as:	SSN		
Prepared by:	IntQA1_1 User1	Date Prepared:	9/22/2014 2:16 PM
Direct Verification:	Yes	Displaying:	Matches , Non-Matches
Records Processed:	1	Validation Errors Found:	0
Matches Found:	1	Non-Matches Found:	0
SNAP Matches:	1	MA Matches:	1
TANF Matches:	0	Foster Matches:	0

Click here to download your results: 

Record Number ^	SSN	First Name	Last Name	Birthdate	DES Results	DES Decision Date	SNAP	TANF	MA	FOSTER	Upload Message
1	111221111				Match	03/01/2011	Y		Y		

If the child has a match in the column DES Results, identify the category where the child matched.

Understanding the Results.

Match:

SNAP/TANF/FDPIR/MA: If any child resulted in a “Match” in the SNAP, TANF, FDPIR or MA column– Verification is considered complete and you do not contact the household. SFAs will report this application and all the students listed as Directly Verified.

FOSTER/MIG: If any child resulted in a “Match” in either the Foster or Migrant column– Verification is considered complete for only the child who matched. If there are other children on the application, and the children did not match through Direct Verification, the SFA must then contact the household to verify those children.

No Match:

If none of the enrolled children in the household match, Verification is NOT complete and the SFA must continue to verify the application. A “No Match” means the child in the household is not recognized by the Direct Verification system. At this time do not change benefits.

Best Practice: Continue to search by SAIS ID or by Social Security Number by using the same steps and choosing “SAIS ID Format” or SSN Format”.



NEW for SY 15- 16

What does it mean if a student on a reduced-price application results in a "Match" for SNAP, or TANF?

When this happens, Verification results in higher benefits, *and* the household is considered verified.

The change in benefits is effective immediately and must be implemented no later than three operating days from the date Verification was completed. Parents should be promptly notified through whatever channels the LEA uses to notify the household of approval for benefits.

DES Results	DES Decision Date	SNAP	TANF	MA	FOSTER
Match	03/01/2011	Y	Y		



NEW for SY 15- 16

What does it mean if a student on a reduced-price application results in a "Match" for Foster?

When this happens, Verification results in higher benefits for ONLY the student that is a match. The application is not considered verified, and you must contact the household to complete verification for the other students in the household.

The change in benefits is effective immediately for the foster student only and must be implemented no later than three operating days from the date Verification was completed.

	DES Results	DES Decision Date	SNAP	TANF	MA	FOSTER
	Match	03/01/2011				Y



NEW for SY 15- 16

What does it mean if a student on a reduced-price application results in a "Match" for MA?

When this happens, the application is verified and eligibility does not change.

	DES Results	DES Decision Date	SNAP	TANF	MA	FOSTER
	Match	03/01/2011			Y	

Income (Free and Reduced) and Foster Applications

File Upload

File Upload Method

- If you feel that entering individual data for each student will take too long, you have the option to create a list of all students on the selected applications with their student data to upload into the system. This method is called File Upload.
- The following slides will guide you step by step through how to File Upload for Direct Verification.

Income (Free and Reduced) and Foster Applications *File Upload*

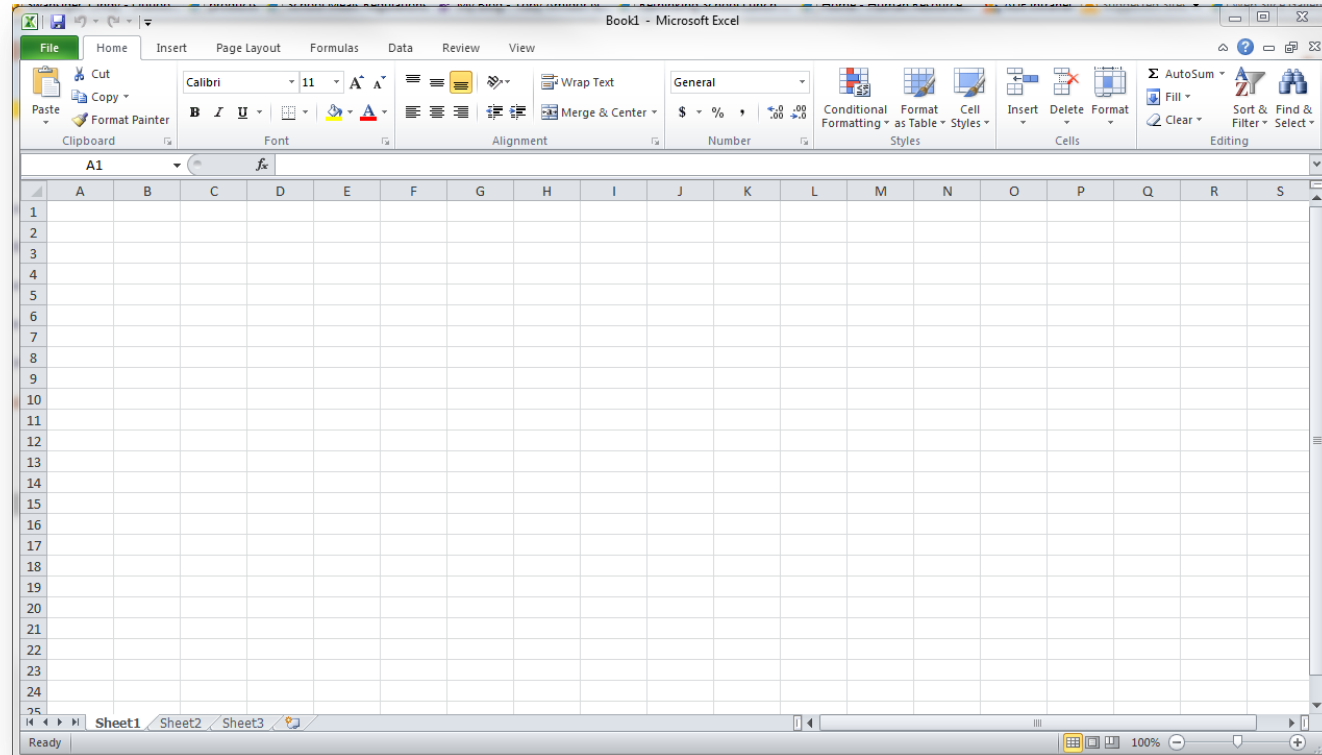
File Upload Method

User must:

1. Decide which student data will be used (choose one):
 - First Name, Last Name, Birthdate
 - SAIS IDs
 - SSNs (Social Security Numbers)
2. Create a Microsoft Excel spreadsheet and enter the student data of the students (SAIS IDs, SSNs, or First Name/Last Name and Birthdate)
3. Save the Microsoft Excel spreadsheet as a “.csv” file (comma delimited).
4. User must upload the file into CNPDirectVerification system to run the report.

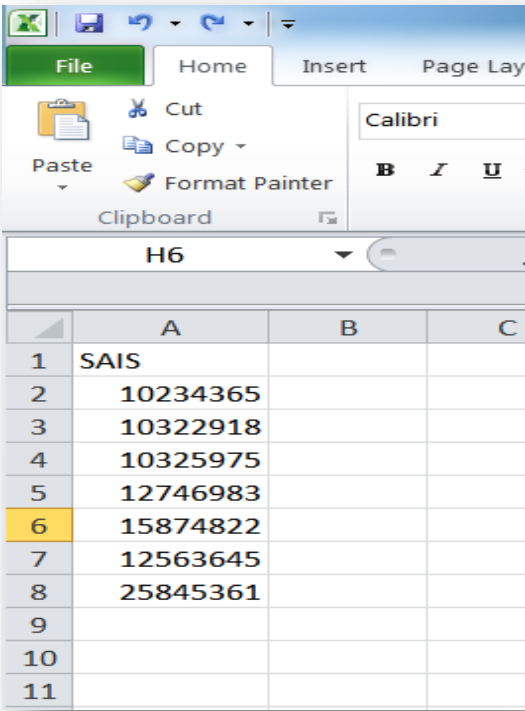
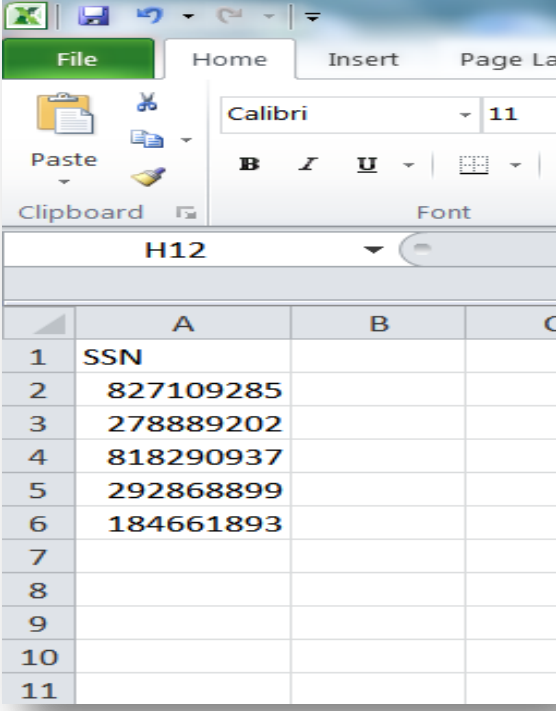
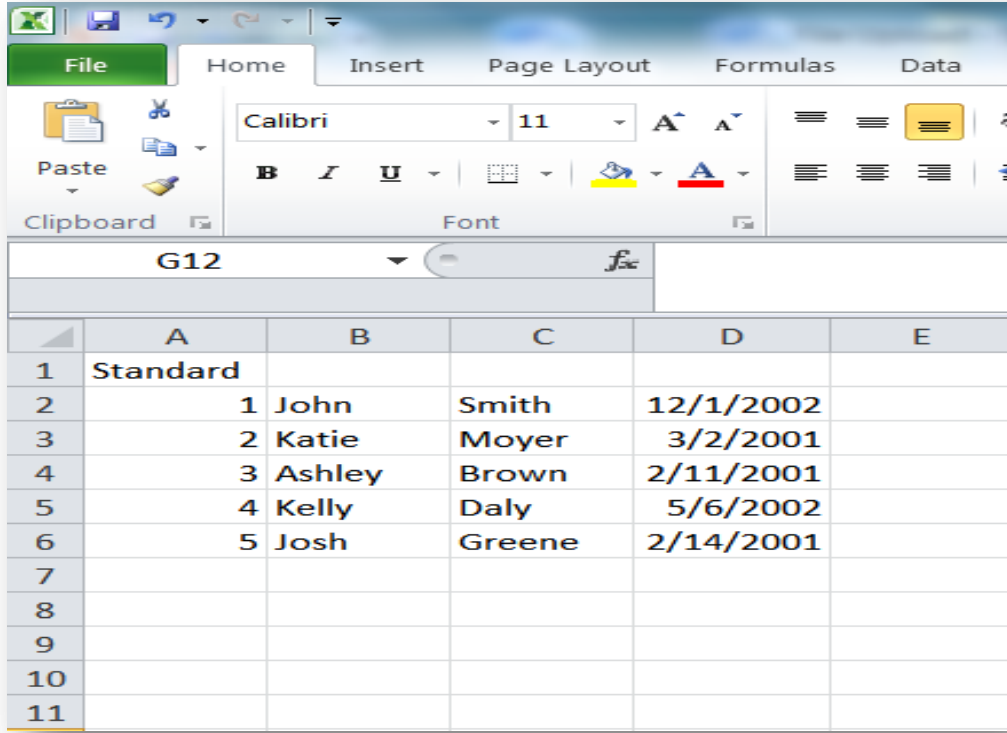
Creating a File for File Upload

Open the Microsoft Excel application on your computer. Your screen should have a blank spreadsheet.



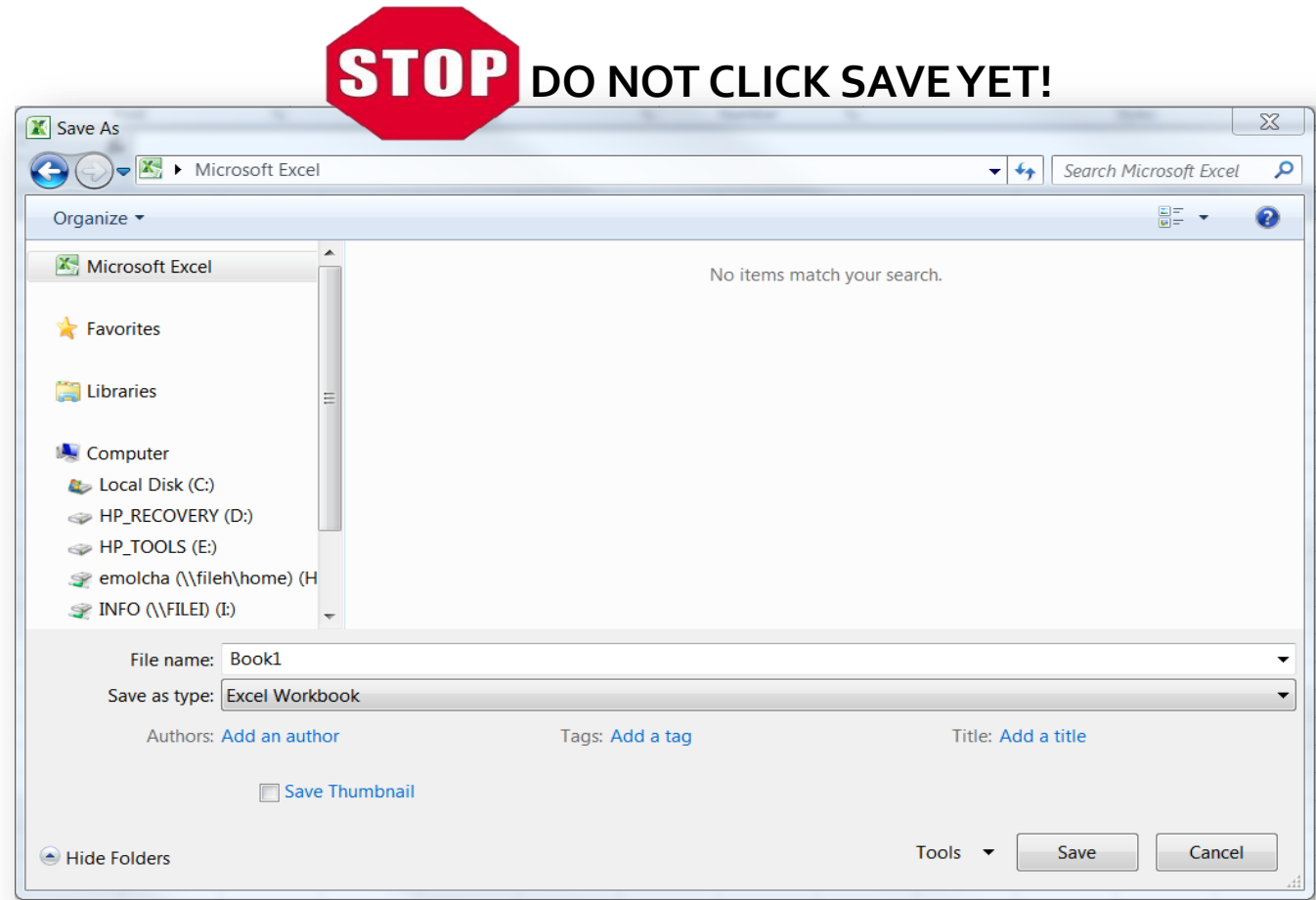
Creating a File for File Upload

Below are all three types of files for the file upload for each type of student data.
The format must match the below examples for the student data to work in the Direct Verification system.

SAIS ID Format	SSN Format	Standard Format
<ul style="list-style-type: none">In cell A1, type the word SAISEnter the SAIS IDs starting in cell A2.Add next entry in the row below	<ul style="list-style-type: none">In cell A1, type the word SSNEnter the SSN starting in cell A2.Add next entry in the row below	<ul style="list-style-type: none">In cell A1, type the word StandardIn cell A2, enter the number 1.In cell B2, enter the FIRST name of the student.In cell C2, enter the LAST name of the student.In cell D2, enter the birthdate of the student. (mm/dd/yyyy)Add next entry in the row below
		

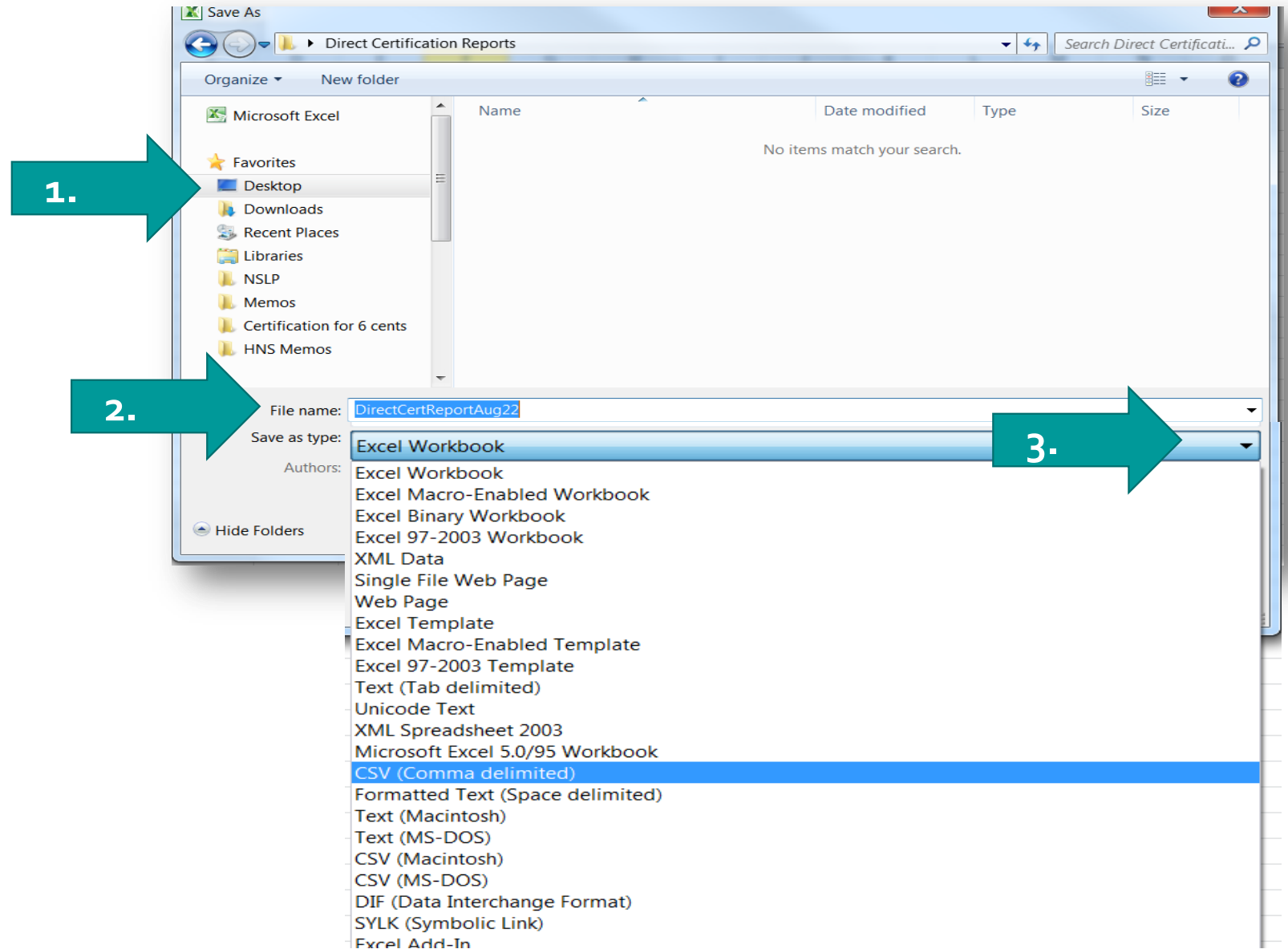
Creating a File for File Upload

When all students have been entered, click “File” and choose the option “Save As”. A small window should appear.



Saving a File for File Upload

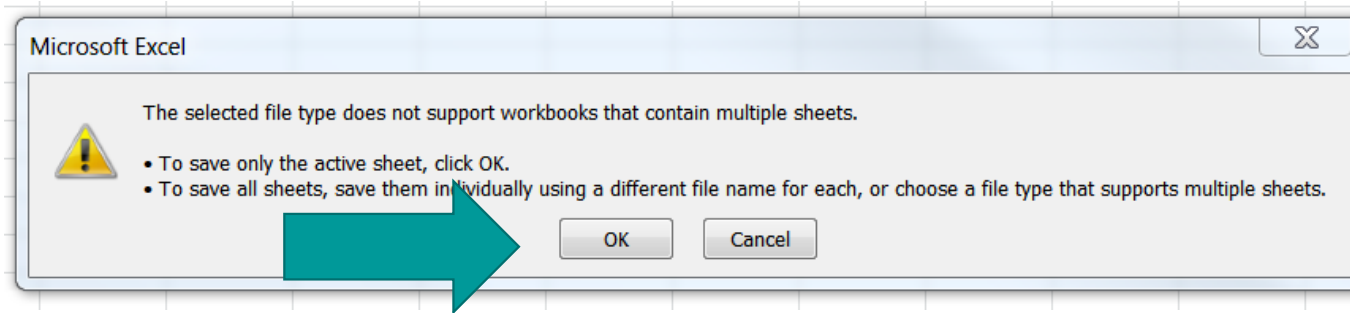
1. Select the location where to save the file. (Successful Tip: Save to Desktop)
2. In the field "File Name", name file.
3. In the field "Save as type", use the drop down to select CSV (Comma delimited). **DO NOT USE:CSV (MACINTOSH) OR; CSV (MC-DOS)**
4. Click "Save"



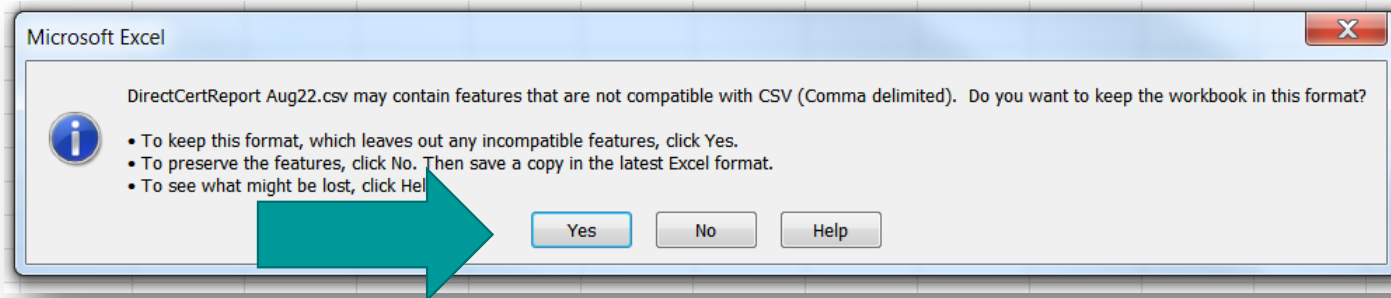
Saving a File for File Upload

Depending on the which version of Microsoft Excel , the following windows may pop up after clicking “Save”.


Click “OK” to confirm saving the file.



Click “Yes” to confirm saving the file.




Comprehension Check

Can you save the file for uploading by clicking the save icon  ?

- A. Yes. As long as you know where you save the excel file, it can be uploaded.
- B. Yes. That icon automatically saves the file in the format needed for the search.
- C. No. You have to click Save As and choose a .csv file before you save it.
- D. No. That icon doesn't save the file anywhere on your computer.



Comprehension Check

Can you save the file for uploading by clicking the save icon  ?

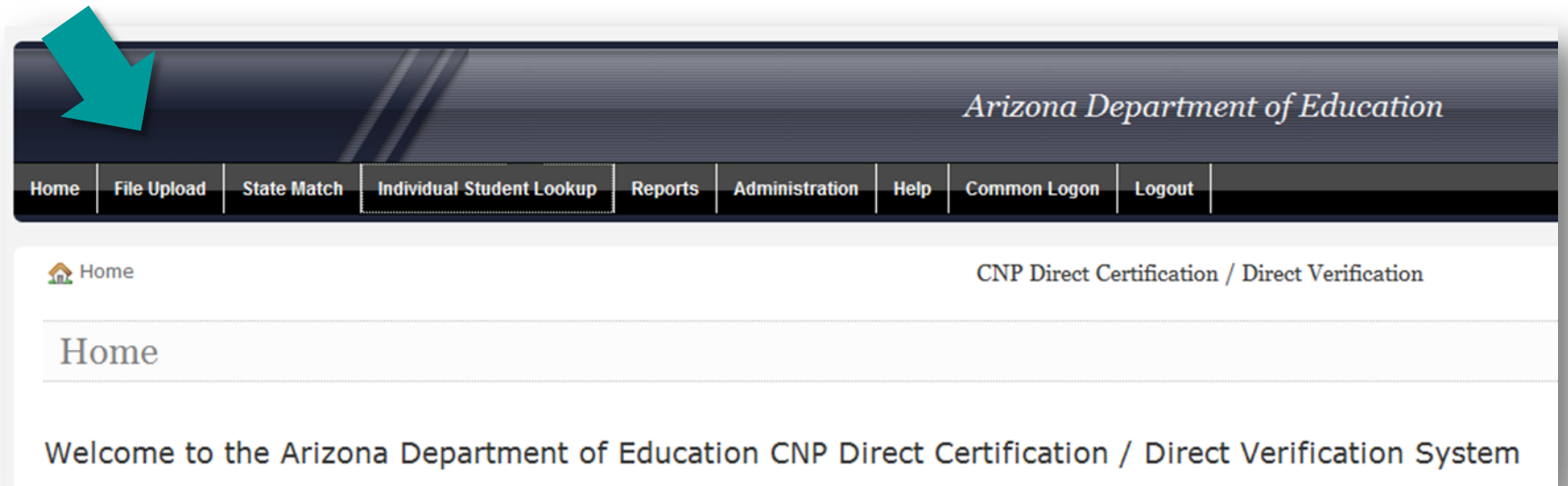
- A. Yes. As long as you know where you save the excel file, it can be uploaded.
- B. Yes. That icon automatically saves the file in the format needed for the search.
- C. **No. You have to click Save As and choose a .csv file before you save it.**
- D. No. That icon doesn't save the file anywhere on your computer.

The icon shown will save the file as an excel file (.xls). In order to do a file upload, the file must be a .csv format, so you need to use the Save As feature to change the file format. Refer to slides 64-68 for instructions on how to do this.



Uploading the File Upload

Log back into CNPDirectCertification/DirectVerification and click on the option: “File Upload” tab.



Uploading the File Upload

Once you have selected “File Upload”, the webpage should look like this:

The screenshot shows the Arizona Department of Education website. The header includes the department name and the AZ.GOV logo. A navigation bar contains links: Home, File Upload, State Match, Individual Student Lookup, Reports, Administration, Help, Common Logon, and Logout. The main content area is titled 'File Upload' and includes a breadcrumb trail 'Home > File Upload'. A user greeting 'Welcome Emily Molchan' is visible. A list of instructions for file uploads is provided. Below this, there are two main sections: 'File Upload' and 'Options'. The 'File Upload' section has a 'Select a File to Upload' area with a file input field and a 'Browse...' button, and a 'Click here to upload your file:' area with a 'Submit' button. The 'Options' section has a 'Show these students in the results:' section with checkboxes for 'Students that match DES', 'Students that don't match DES', and 'File upload messages'. There is also a checkbox for 'Check here to do a Direct Verification search (which includes Medical Assistance data)'.

Arizona Department of Education

Home | File Upload | State Match | Individual Student Lookup | Reports | Administration | Help | Common Logon | Logout

Home > File Upload

CNP Direct Certification / Direct Verification

Welcome Emily Molchan

Print this page

- Use this page to check the eligibility of a large number of students by uploading (or sending) a file to ADE.
- The file upload must match one of the 4 upload formats (see the Help for more information), which defines the type of upload you are performing.
- If you are unsure how to save a ".csv" file please refer to the Direct Certification Manual or contact your specialist at (602) 542-8700 for more information.
- Direct Verification functionality IS currently available (it is available from 10/1/2013 through 4/1/2014).
- The "Case Number Format" upload is only available when Direct Verification is available.
- You may download the results as a ".csv" file (compatible with Microsoft Excel) by clicking on the "Download" button.
- The results for files containing more than 10,000 students will be available as a download only.

File Upload

Select a File to Upload

Browse...

Click here to upload your file: Submit

Options

Show these students in the results:

Check all that apply:

- ☒ Students that match DES
- ☒ Students that don't match DES
- ☒ File upload messages

☐ Check here to do a Direct Verification search (which includes Medical Assistance data)

Uploading a File for File Upload

1. Click on the "Browse" button to upload the excel file.
2. A window will come up. Find where you saved the excel file and click on the file.
3. Click "Open".

The screenshot shows the Arizona Department of Education's File Upload interface. The page header includes the Arizona Department of Education logo and navigation links. The main content area is titled "File Upload" and contains instructions for uploading files. A teal arrow labeled "1." points to the "Browse..." button. A second teal arrow labeled "2." points to the "Choose File to Upload" window, which displays a list of files on the Desktop. A third teal arrow labeled "3." points to the "Open" button in the file explorer window.

Arizona Department of Education

AZ.GOV
Arizona's Official Web Site

Home | File Upload | State Match | Individual Student Lookup | Reports | Administration | Help | Common Logon | Logout

Home > File Upload CNP Direct Certification / Direct Verification Welcome Emily Molchan

File Upload

Print this page

- Use this page to check the eligibility of a large number of students by uploading (or sending) a file to ADE.
- The file upload must match one of the 4 upload formats (see the Help for more information), which defines the type of upload you are performing.
- If you are unsure how to save a ".csv" file please refer to the Direct Certification Manual or contact your specialist at (602) 542-8700 for more information.
- Direct Verification functionality IS currently available (it is available from 10/1/2013 through 4/1/2014).
- The "Case Number Format" upload is only available when Direct Verification is available.
- You may download the results as a ".csv" file (compatible with Microsoft Excel) by clicking on the "Download" button.
- The results for files containing more than 10,000 students will be available as a download only.

File Upload

Select a File to Upload

Browse...

Click here to upload your file: Submit

Options

Show these students in the results

Check all that apply:

- ☒ Students that match DES
- ☒ Students that don't match DES
- ☒ File upload messages

Check here to do a Direct Verification (data)

Choose File to Upload

Desktop

Name	Date modified	Type	Size
DirectVerification2013	10/2/2013 9:58 AM	Microsoft Excel Co...	1 KB

File name: DirectVerification2013

All Files (*.*)

Open Cancel

Uploading a File for File Upload

4. Choose to display students: "Students that match DES", "Students that don't match DES"* and "Check to do a Direct Verification search". (*User must print report results showing a "match" or "no match".)
5. Click Submit

Home > File Upload

CNP Direct Certification / Direct Verification

Welcome Emily Molchan

File Upload

Print this page

- Use this page to check the eligibility of a large number of students by uploading (or sending) a file to ADE.
- The file upload must match one of the 4 upload formats (see the Help for more information), which defines the type of upload you are performing.
- If you are unsure how to save a ".csv" file please refer to the Direct Certification Manual or contact your specialist at (602) 542-8700 for more information.
- Direct Verification functionality IS currently available (it is available from 10/1/2013 through 4/1/2014).
- The "Case Number Format" upload is only available when Direct Verification is available.
- You may download the results as a ".csv" file (compatible with Microsoft Excel) by clicking on the "Download" button.
- The results for files containing more than 10,000 students will be available as a download only.

File Upload

Select a File to Upload

C:\Users\emolcha\Desktop\DirectVerification2013.csv

Browse

Submit

Options

Show these students in the results:

Check all that apply:

- ☒ Students that match DES
- ☒ Students that don't match DES
- ☒ File upload messages

☒ Check here to do a Direct Verification search (which includes Medical Assistance data)

You must check off this box to conduct Direct Verification.

Uploading a File for File Upload

Print Results Page.

- Be sure to set your printer option to “landscape orientation” so that all of the columns are visible when printed.

Results

Processed as:	SAIS ID		
Prepared by:	Lindsey Cler	Date Prepared:	10 /15/2014 9:45 AM
Direct Verification:	Yes	Displaying:	Matches , Non-Matches
Records Processed:	4	Validation Errors Found:	0
Matches Found:	0	Non-Matches Found:	4
SNAP Matches:	0	MA Matches:	0
TANF Matches:	0	Foster Matches:	0

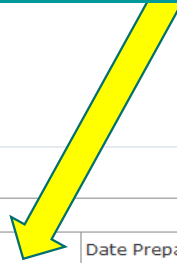
Click here to download your results:



Record Number ^	SAIS ID	School Student ID	First Name	Last Name	Birthdate	DES Results	DES Decision Date	SNAP	TANF	MA	FOSTER	Upload Message
1	12568459					No Match						
2	35986428					No Match						
3	52657594					No Match						
4	45456931					No Match						



Do your results show that you ran Direct Verification?



Results

Processed as:	SAIS ID	Date Prepared:	12/15/2014 9:45 AM
Prepared by:	Lindsey Cler	Displaying:	Matches , Non-Matches
Direct Verification:	Yes	Validation Errors Found:	0
Records Processed:	4	Non-Matches Found:	4
Matches Found:	0	MA Matches:	0
SNAP Matches:	0	Foster Matches:	0
TANF Matches:	0		

Click here to download your results:



Record Number ^	SAIS ID	School Student ID	First Name	Last Name	Birthdate	DES Results	DES Decision Date	SNAP	TANF	MA	FOSTER	Upload Message
1	12568459					No Match						
2	35986428					No Match						
3	52657594					No Match						
4	45456931					No Match						

If your results say “No” instead of “Yes” by the field Direct Verification, then you will need to repeat steps 1-5 on slides 73 and 74.



If you have a match, what column has the Y?

Results

Processed as:	SAIS ID		
Prepared by:	Lindsey Cler	Date Prepared:	12/15/2014 9:45 AM
Direct Verification:	Yes	Displaying:	Matches , Non-Matches
Records Processed:	4	Validation Errors Found:	0
Matches Found:	0	Non-Matches Found:	4
SNAP Matches:	0	MA Matches:	0
TANF Matches:	0	Foster Matches:	0

Click here to download your results:



Record Number ^	SAIS ID	School Student ID	First Name	Last Name	Birthdate	DES Results	DES Decision Date	SNAP	TANF	MA	FOSTER	Upload Message
1	12568459					No Match						
2	35986428					No Match						
3	52657594					Match			Y			
4	45456931					No Match						

If the child has a match in the column DES Results, identify the category where the child matched.

Understanding the Results.

Match:

SNAP/TANF/FDPIR/MA: If any child resulted in a “Match” in the SNAP, TANF, FDPIR or MA column– Verification is considered complete and you do not contact the household. SFAs will report this application and all the students listed as Directly Verified.

FOSTER/MIG: If any child resulted in a “Match” in either the Foster or Migrant column– Verification is considered complete for only the child who matched. If there are other children on the application, and the children did not match through Direct Verification, the SFA must then contact the household to verify those children.

No Match:

If none of the enrolled children in the household match, Verification is NOT complete and the SFA must continue to verify the application. A “No Match” means the child in the household is not recognized by the Direct Verification system. At this time do not change benefits.

Best Practice: Continue to search by SAIS ID or by Social Security Number by using the same steps and choosing “SAIS ID Format” or SSN Format”.



NEW for SY 15- 16

What does it mean if a student on a reduced-price application results in a "Match" for SNAP, or TANF?

When this happens, Verification results in higher benefits, *and* the household is considered verified.

The change in benefits is effective immediately and must be implemented no later than three operating days from the date Verification was completed. Parents should be promptly notified through whatever channels the LEA uses to notify the household of approval for benefits.

DES Results	DES Decision Date	SNAP	TANF	MA	FOSTER
Match	03/01/2011	Y	Y		



NEW for SY 15- 16

What does it mean if a student on a reduced-price application results in a "Match" for Foster?

When this happens, Verification results in higher benefits for ONLY the student that is a match. The application is not considered verified, and you must contact the household to complete verification for the other students in the household.

The change in benefits is effective immediately for the foster student only and must be implemented no later than three operating days from the date Verification was completed.

DES Results	DES Decision Date	SNAP	TANF	MA	FOSTER
Match	03/01/2011				Y



NEW for SY 15- 16

What does it mean if a student on a reduced-price application results in a "Match" for MA?

When this happens, the application is verified and eligibility does not change.

	DES Results	DES Decision Date	SNAP	TANF	MA	FOSTER
	Match	03/01/2011			Y	

Technical Assistance

If you have any questions on verifying applications with Direct Verification, refer to:

The Eligibility Manual for School Meals found at:

<http://www.azed.gov/health-nutrition/nslp/manuals/>

or visit the NSLP Verification webpage at:

<http://www.azed.gov/health-nutrition/nslp/verification/>

You can also contact your NSLP Specialist for further Technical Assistance

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